

**COTS Enterprise Architecture Workgroup
Meeting Minutes
February 15, 2001
DIT Executive Conference Room
1:30 PM**

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ATTENDANCE

Members: Murali Rao, VDOT (Cochairman); Bethann Canada, DOE; Randy Horton, DRS; Troy DeLung, DEQ; Bill Mize, DIT; Ted McCormack, CLG.

Guests, Representatives, and Staff: Chris McCord, Dept. of the State Internal Auditor; J Michelle Shaver, SAIC; Karen Wessinger, SAIC; Paul Bucher, VDOT; Bryan Drake, DIT; Diane Wresinski, DTP; Dan Ziomek, DTP; Brian Mason, DTP; Paul Lubic, DTP

Members Absent: David Mulchany, Fairfax County (Cochairman); Tim Bass, VRS; Troy DeLung, DEQ; Linda Foster, TAX; Bob Haugh, DOC; Randy Horton, DRS; James Jokl, UVA; Bob Pontius, VEC; Tim Bass, VRS; Jerry Simonoff, DTP; Bob Haugh, DOC; James Jokl, UVA; Ted McCormack, CLG.

WELCOME AND OPENING REMARKS

Murali Rao convened the meeting of the COTS Enterprise Architecture Workgroup at 1:30 PM and delivered opening remarks concerning the COTS reorganization, and the COTS Executive Committee meeting.

APPROVAL OF MINUTES

The minutes of the January 11, 2000 meeting were approved.

PHASE I REPORT

Discussion

A final copy of the EA Phase I report to COTS was distributed and discussed. It was determined that the report will be presented to COTS at the March, 2001 meeting.

Action Items

1. Staff will furnish a web page URL with the document.
2. Staff will deliver finished documents for all members of COTS.

APPROVAL OF CONCEPTUAL ARCHITECTURE DRAFT DOCUMENT

Discussion

The document was approved with no modifications.

Action Items

1. EA Workgroup Staff will make the document available to COTS members for review prior to the March meeting.

EA WORKGROUP COMMUNICATIONS

Discussion

Bethann Canada, Chairperson, reported that the communication plan is being developed. An informal survey of selected COTS members has been completed, audiences are being identified, and messages are being developed.

Action Items

The team will continue development of the communication plan.

EA DOMAIN TEAM STATUS

Discussion

Paul Lubic reported that a new work plan has been developed which includes 2-day workshops for each domain to finish the final definitions. Staff will produce draft documents for the domain teams' approval. The objective is to deliver EA Domain Architecture Design Reports to COTS at their May meeting.

Action Items

Domain teams and staff will develop architecture design reports and

applicable PSGs for EA Workgroup Approval.

Meeting Schedule:

The next workgroup meeting will be March 15, 2001 in the DIT Executive Conference Room @ 1:30 PM.